



**STATE OF DELAWARE
DELAWARE NATIONAL GUARD
JOINT FORCE HEADQUARTERS
250 AIRPORT ROAD
NEW CASTLE, DELAWARE 19720-1502**



NGDE-PER

10 August 2016

MEMORANDUM FOR Assistant Chief of Staff, NGDE-ACS, 250 Airport Road, New Castle, DE, 19720-1502

SUBJECT: Fulltime National Guard Duty for Operational Support (FTNGD-OS) request for Processing and Preparation of MEB/PEB/MAR2 Packets

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Full-Time National Guard Duty (FTNGD) tour for one Soldier, in the grade of E4 – E5.
 - a. Unit: JFHQ DEARNG
 - b. Duty Location: 250 Airport Rd., New Castle, DE 19720-1502
 - c. Immediate Supervisor: SGT Jarrell Maull, 302-326-7045
 - d. Tour Dates: Start 1 October 2016 – 30 September 2017
 - e. Length of Tour: Estimated 365 days **(Contingent upon funding)**
 - f. Field Conditions: No
 - g. Per Diem: No
 - h. Billeting: No
 - i. BAH: Yes
 - j. Rations: No
 - k. Travel: Command to pay travel, as required.
 - l. Dependent Travel Authorization: No
 - m. Rental Car Authorized: No

NGDE-PER

SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for G1 Support for Processing and Preparation of MEB/PEB/MAR2 Packets

n. COLA: Based on Soldier's HOR for duty over 140 days; Reference JFTR, Vol 1 Chapter 8 paragraph U8038

3. Soldier Qualifications:

a. Experience Preferred: Previous experience with Line of Duty (LOD) processing and medical readiness standards is desired, but not required.

b. Must be a self-starter; working knowledge of Microsoft Office products

c. Skill/qualifications: Good verbal and written communication skills as well as general administrative skills; must have HIPAA certification or the ability to obtain HIPAA certification

d. Minimum Military and Civilian Education Required: MOS Immaterial

e. Security Clearance Required: Secret

f. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9.

4. Project Justification: Assist in processing and preparation of MEB/PEB/MAR2 packets for Soldiers entering the Integrated Disability Evaluation System (IDES) process; processing LODs; and other medical administrative tasking as assigned.

5. POC for this memo is the undersigned at (302) 326-7040 or CPT Sarah Smedley at 302-326-7178.

MILLER.VALENTINE | Digitally signed by
MILLER.VALENTINE.
MARIA.1031053435
cn=MILLER.VALENTINE.MARIA.1031053435

VALENTINE M. MILLER
COL, SC
Deputy Chief of Staff, Personnel

